

**ROUTING AND TRANSMIT SLIP**

Date

TO: (Name, office symbol, room number, building Agency/Post)	Initials	Date
1. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	<i>[Signature]</i>	7/1/6
2. MR. MAY	<i>[Signature]</i>	7/17 1979
3. MR. WORTMAN	<i>[Signature]</i>	1979 JUL
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Attached 4-remains 1-5-PPA concurrence

Thomas H. White

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.


5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

Reg- file:

DDA REGISTRY  
PR FILE: Security-4

15 November 1979

NOTE FOR: See Distribution  
FROM:   
Executive Secretary  
Publications Review Board

10/0003  
Jybil Get copies  
for each office I  
maybe 2 for each.  
STAT

Copies of the attached, Procedures for Submission of Manuscripts to the Publications Review Board, were distributed to the Publications Review Board members for internal distribution.

For additional copies contact



Attachment: a/s  
Distribution:  
DDS&T DDA D/NFAC DDO  
OLC OGC EEO OIG  
CTS RMS Compt. Exec. Sec.

Worne  
Asst. Sec.

6 November 1979

MEMORANDUM FOR: See Distribution

THROUGH: Herbert E. Hetu  
Chairman, Publications Review Board

FROM: [REDACTED]  
Executive Secretary, Publications  
Review Board

SUBJECT: Procedures for Submission of Manuscripts to  
the Publications Review Board (PRB)

REFERENCE: [REDACTED] 27 September 1979, Nonofficial Publications  
and Oral Presentations by Employees and Former  
Employees (copy attached)

1. This memorandum is intended to address the many questions directed to this office regarding submission of manuscripts to the PRB, as well as to standardize submissions. Please give it widest possible distribution.

a. In addition to the Chairman, six PRB members represent the components of the Agency; therefore, authors are requested to submit seven double-spaced copies of each manuscript in order to enhance the prospects of timely review.

b. The PRB will act as expeditiously as possible in all cases; however, authors concerned with production schedules should plan to allow 30 days for PRB review from the time manuscripts are received by the PRB Secretariat.

c. The submission process will be greatly facilitated if each copy of a manuscript is accompanied by the requester's covering memo containing the information and in the format shown in the sample at TAB A.

d. In addition to copies of the requester's memo and the manuscripts, the original of the component approval memorandum should accompany the submission as shown in the sample at TAB B. As you will see, the office director has the option of either recommending approval for publication--in which case under [REDACTED] the Component Deputy Director must also indicate approval--or of recommending that the manuscript go to the PRB for formal review, in which case consideration by the Component Deputy Director is obviated.

e. The entire package should be covered by a pink Routing and Record Sheet (form 610) in the format shown at TAB C. Please do not submit any additional internal coordination.

f. Following review by the PRB, copies of the requester's letter and the component's approval memorandum will be returned to the component. The original will be retained in the Office of Public Affairs PRB files.

g. If a disclaimer is indicated, this office will provide appropriate language to the author.

h. If publication is denied, this office will provide instructions indicating the author's right to appeal.

i. For your information, all manuscripts are handled as if they contained classified information.

2. We appreciate your attention to these administrative details. PRB activity has increased significantly in recent months; your cooperation will greatly increase the service the PRB can provide. If you have any questions, please feel free to call me or [redacted] telephone [redacted]

STA  
STA

STA

Attachments: a/s

Distribution:

DDS&T  
DDA  
D/NFAC  
DDO  
OLC  
OGC  
EEO  
OIG  
Comptroller  
CTS  
RMS

PUBLIC AFFAIRS

2. NONOFFICIAL PUBLICATIONS AND ORAL PRESENTATIONS BY EMPLOYEES AND FORMER EMPLOYEES

**SYNOPSIS.** This regulation reflects establishment of the Publications Review Board and sets forth policy, responsibilities, and procedures that govern the submission and review of nonofficial publications and oral presentations by current and former employees.

a. GENERAL

- (1) The National Security Act of 1947, as amended, and Executive Order 12036, as amended, require the Director of Central Intelligence to protect intelligence sources and methods from unauthorized disclosure. Executive Order 12065 requires protection of classified information from unauthorized disclosure. Agency employees are required to sign a secrecy agreement whereby they assume a contractual obligation to protect certain categories of information from unauthorized disclosure. The fact that an employee or former employee has had access to information whose unauthorized disclosure can harm the national security imposes special obligations upon these persons.
- (2) Based on the above obligations and responsibilities, this regulation requires that all Agency employees (as defined by [redacted] and former employees submit for prior review by the Central Intelligence Agency all materials (defined in paragraph b(2) below) intended for nonofficial publication or oral presentation. This regulation also establishes standards for approval by the Publications Review Board.

b. POLICY

- (1) The Publications Review Board (hereafter the Board) is hereby established to review nonofficial writings and oral presentations to determine whether or not they contain information as defined in paragraphs 2b(3)(a) through (d) and 2b(5) below. The Board consists of the Director of Public Affairs, chairman, and representatives from the Directorate of Operations, the Directorate of Administration, the Directorate of Science and Technology, the National Foreign Assessment Center, the Office of Security, and the Central Cover Staff. The Office of General Counsel provides a legal adviser. The Board shall meet as required at the call of the chairman to ensure that the provisions of this regulation are met.
- (2) Agency employees and former employees under the terms of their secrecy agreements must submit for review by the Board all writings and scripts or outlines of oral presentations intended for nonofficial publication\*, including works of fiction, which make any mention of intelligence data or activities, or contain data which may be based upon information classified pursuant to law or Executive order. Submission to the Board will be made prior to disclosing such information to anyone who is not authorized by the Agency to have access to it. The responsibility is upon the employee or former employee to learn from the Agency whether the material intended for publication fits the description set forth in this paragraph. No steps will be taken toward publication until written permission to do so is received from the Board.
- (3) For current employees, the Board may deny approval for nonofficial publication or oral presentation of any information obtained during the course of employment with the CIA which has not been placed in the public domain by the U.S. Government, and which is in any of the following categories:
  - (a) That which is classified pursuant to law or Executive order.
  - (b) That which is classifiable pursuant to law or Executive order but which, because of operational circumstances or oversight, is not formally classified by designation and marking.

\*"Publication" means communicating information to one or more persons.



PUBLIC AFFAIRS

- (c) That which identifies any person or organization that presently has or formerly has had a relationship with a United States foreign intelligence organization, which relationship the U.S. Government has taken affirmative measures to conceal.
- (d) That which reasonably could be expected to impair the employee's performance of duties or interfere with the authorized functions of the Central Intelligence Agency, to include, for example, information which could have a serious adverse impact on the foreign relations or security of the United States.
- (4) Approval will not be denied solely because the subject matter may be embarrassing to or critical of the Agency.
- (5) In the case of former employees, the Board will be governed in each case by the provisions of a former employee's Secrecy Agreement in applying the criteria in paragraphs b(3)(a), (b), and (c) above.
- (6) The Board will attempt to complete its review of manuscripts of writings and oral presentations within 30 days.
- (7) Authors who are directed to delete material in accordance with this regulation are required to submit their revisions to the Board for final approval.
- (8) Authors may appeal the Board's final decision to the Deputy Director of Central Intelligence.
- (9) Approval for publication or oral presentation does not represent Agency endorsement or verification of, or agreement with, the subject matter. Consistent with cover status, authors are encouraged to use the following disclaimer: "This material has been reviewed by the CIA to assist the author in eliminating classified information; however, that review neither constitutes CIA authentication of factual material nor implies CIA endorsement of the author's views."

c. RESPONSIBILITIES AND PROCEDURES

- (1) Present employees will submit writings and scripts or outlines of oral presentations through the responsible Deputy Director or Head of Independent Office to the Board. If a Deputy Director or Head of Independent Office determines that the material does not contain information described in paragraph b(3) above, he or she may decide that review by the Board is unnecessary and may authorize public release of the material. Employees may elect to make submission directly to the chairman of the Publications Review Board for determination of the necessity for Board review.
- (2) Former employees will submit writings and scripts or outlines of oral presentations to the Office of General Counsel, which will forward them to the Board and subsequently notify the former employee of the Board's findings. The General Counsel or designee will act as spokesperson for the Board in all communications with former employees.
- (3) Should a present employee learn that a present or former employee is preparing a writing or oral presentation that may contain information requiring Agency approval for public release, he or she is requested to advise the Board, which will be responsible for reminding the individual of the obligation to submit the material for Agency review.
- (4) The chairman will ensure that each member of the Board has reviewed one copy of the submission and returned it to the chairman with a recommendation. If the Board unanimously decides that it is unobjectionable under the standards and criteria listed above, the chairman will notify the author through the appropriate channels. If any member of the Board objects to publication or oral presentation, the matter will be resolved at a Board meeting.

/s/

Deputy Director of Central Intelligence

S A M P L E

TAB A

(Requester's Covering  
Memo; Original and 6;  
Attach to Copies of  
Manuscript)

MEMORANDUM FOR: Chairman, Publications Review Board

THROUGH: Office Director  
Component Deputy Director

FROM: Author's Name  
Title and Office

SUBJECT: Request to Submit Article for Publication

1. I request permission to submit for publication the attached article titled, \_\_\_\_\_.
2. When approved, I intend to submit the article for publication in \_\_\_\_\_.
3. None of the material presented in the article is, to my knowledge, classified.
4. I am not under cover. I will be identified as an Agency employee but will append the standard disclaimer indicating that the views expressed are my own and not necessarily those of the Agency.

Author's Signature

Attachment: Article for Publication

SAMPLE

TAB B

SUBJECT: Request to Submit Article for Publication

AUTHOR'S NAME:

TITLE OF PUBLICATION:

I have reviewed the attached article, to the best of my knowledge have found it to be unclassified, and approve it for publication.

\_\_\_\_\_  
Office Director                      Date

\_\_\_\_\_  
Component Deputy Director      Date  
or Head of Independent Office \*\*

\_\_\_\_\_  
OR

SUBJECT: Request to Submit Article for Publication

AUTHOR'S NAME:

TITLE OF PUBLICATION:

I recommend that the attached article be reviewed by the Publications Review Board.

\_\_\_\_\_  
Office Director                      Date

APPROVED:

\_\_\_\_\_  
Chairman, Publications Review Board

\_\_\_\_\_  
Date

\*\*NOTE: Only a Component Deputy Director or Head of Independent Office (or designee) may approve for publication short of PRB review see  paragraph 2.c.(1)

STA

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

TITLE OF MANUSCRIPT OR ARTICLE OR ORAL PRESENTATION

TAB C  
(Original Only of This)

FROM:

Name of Author  
Office Address

EXTENSION

NO.

Black

Phone No.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Routing for Internal Approval

2.

3.

4.

5. Publications Review Board  
1F06 Headquarters

6.

7.

8. Address to which original  
memo (w/approval signatures)

9. is to be returned so that  
internal distribution can  
be made

10.

11.

Further internal distribution

12.

13.

14.

15.